



Hilliard City Schools
Ready For Tomorrow



2011-2012

HILLIARD CITY SCHOOL DISTRICT

.....
PRESCHOOL/ELEMENTARY
.....

HANDBOOK

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Preschool / Elementary School Handbook

ACKNOWLEDGEMENT OF RECEIPT

Parents:

Please sign, cut or tear out and return this form to your school office.

Yes, I have received and read the Handbook for PreK-5 Elementary Students & Parents.

SIGNATURE OF PARENT OR GUARDIAN

STUDENT'S NAME

STUDENT'S GRADE

DATE



School News and Information

Subscribe to your school's eNews list and receive regular e-mails that will include important news about your Elementary. eNews messages might include morning announcements, notes from the principal, PTO news, links to classroom pages and even emergency information.

Sign up for eNews at
www.hilliardschools.org/enews



HILLIARD CITY SCHOOL DISTRICT

Dale A. McVey, Superintendent • Brian W. Wilson, Treasurer/CFO

August 2011

Dear Parent,

We are looking forward to having you — your child's first and most lasting teacher — as a partner in education this year. Working together as a team, parents, teachers and staff can best ensure your child will receive the education needed to thrive in the 21st century.

This handbook is designed to help your child be a successful school community member. It includes a copy of our hours of operation for our school and district offices, dress code policies, and people to contact if you have questions or concerns.

The handbook also identifies the expectations that guide student behavior in our school and our District and describes the rights and responsibilities of our students, parents, and staff. Be sure to read the "Administering Medicines," and "Student Conduct" sections for information parents often ask about.

The first few pages of this handbook are designed for you to review with your child. Please take a few moments to go over the information presented, so that you and your child fully understand it.

After reading the handbook, please complete the acknowledgement form in the front of this book and return it to the school office.

If at any time you have questions or concerns about your child's progress or well-being, please call our school.

Sincerely,

Your Child's Principal

Educational Purpose and Beliefs

The purpose of the Hilliard City School District is to enable students to become productive citizens in an ever-changing world by providing them with quality work. Quality work is meaningful, engaging, challenging, compelling and satisfying, and causes students to acquire knowledge and skills valued by both students and community.

Students and their work will be the focus of all school activities. To develop all students' individual potential, the Hilliard City School District will strive to provide them with quality work in a safe and caring environment. The District will guide them in the pursuit of excellence in knowledge and skills and prepare them to become productive citizens in a democratic society.

The District will provide ongoing professional development for all staff, quality facilities, rich and abundant materials and up-to-date equipment essential to continuous student improvement.

A student's value system begins with the family. Partnerships between home, school, and community are essential to student success.

Board of Education

You may contact Board of Education members by visiting the district website.

Board of Education meetings are held on the second and fourth Monday of the month. During the school year, meetings rotate among school buildings. Summer meetings are held at the Administration Building. Meetings begin at 7 p.m. and are open to the public. The schedule can be found at www.hilliardschools.org/board.

Quick Tips

SCHOOL HOURS AND ATTENDANCE

Preschool	Alton Darby & Britton	Norwich	All other elementaries
Tuesday - Friday 8:45 a.m. - 11:15 a.m. 12:45 a.m. - 3:15 p.m.	Doors open: 9:00 a.m.* Tardy bell: 9:15 a.m. School Ends: 3:40 p.m.	Doors open: 9:05 a.m.* Tardy bell: 9:20 a.m. School Ends: 3:45 p.m.	Doors open: 8:50 a.m.* Tardy bell: 9:05 a.m. School Ends: 3:30 p.m.

* There is no supervision before the first bell for students in grades K-5.

KINDERGARTEN BELL SCHEDULE

School	AM Kindergarten	PM Kindergarten
Alton Darby	9:15 - 11:45 a.m.	1:10 - 3:40 p.m.
Britton	9:10 - 11:40 a.m.	1:05 - 3:35 p.m.
Norwich Elementary	Full day Kindergarten 9:20 a.m. - 3:45 p.m.	
All other elementaries	9:05 - 11:35 a.m.	1:00 - 3:30 p.m.

Attendance Procedures

Achievement and attendance are highly related. As a result, attendance records become a significant factor in the promotion or retention of a student at the close of the school year. Students are expected to arrive at school by the time the tardy bell rings each day and every effort should be made to avoid early dismissal from school. Rules and regulations regarding excessive absenteeism and tardiness shall be enforced.

Students who are sent home or who are absent from school are not permitted to participate in extracurricular activities that may be taking place on the date of their absence.

TARDY

Students who arrive on time will have a better chance to achieve. Elementary students who arrive up to 90 minutes after the tardy bell will be marked "tardy".

EARLY DISMISSAL

Elementary students who leave school anytime within the last 90 minutes of the day will be marked as "early dismissal".

HALF-DAY ABSENT

Elementary students who are absent for more than 90 minutes in a school day will receive a half-day absence.

FULL-DAY ABSENT

Elementary students who fail to be present for the entire school day will receive a full-day absence.

- Students are expected to be in school, on time, every day. Occasionally, absence or tardiness cannot be avoided and may be excused if the student brings a note signed by his/her parent/guardian stating the reason. Ohio Administrative Code 3301-51-13 lists the following reasons for an excused absence:
 - Personal Illness. The approving authority may require the certificate of a physician if he/she deems it advisable.
 - Illness in the family. The absence under this condition shall not apply to children under 14 years of age.
 - Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
 - Serious illness or death of a relative. Absences arising from this condition are limited to three days unless a reasonable cause for a longer time may be shown.
 - Observance of religious holidays. Any child of any religious faith shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.
 - Emergency or set of circumstances that, in the judgment of the Superintendent, constitutes good and sufficient cause of absence from school.
 - Funeral of a family member.
- Parents/Guardians must notify the school on the day a student is absent unless the office has been notified in advance of the absence. Lacking parental notification of an absence, the principal/designee will notify the parent of the student's absence by telephone or written notice on the same day the student is absent.



- Please send a note to the school office explaining the absence within three days of the child's return to school.
- If a student is dismissed early for a doctor's appointment or for another valid reason, the student must bring a note signed by his/her parent/guardian. The parent/guardian must meet the child in the school office and sign him/her out before the child will be excused.
- Students who accompany their families on vacation of reasonable length shall not be considered truant. However, the principal's office and the student's teacher must be notified of such absence two weeks in advance. Make-up work will be provided if needed. Trips of more than 10 school days shall not be approved except in extraordinary circumstances as defined by the principal/designee. Students absent for more than 10 consecutive school days, due to a family vacation or being out of the area/country, will be withdrawn. Parents will need to re-enroll the student upon their return.

Attendance Problem Procedures – Grades K-5

- Early dismissals during the last 90 minutes of the day are very disruptive and should be avoided.
- Chronic tardiness or absence shall be dealt with initially by phone contact from the classroom teacher to the absent student's parent(s)/guardian. If the teacher is unable to reach the parent or guardian by phone after reasonable effort has been made, a form shall be sent home with a copy going to the principal's office, advising that attempts have been made to reach them by phone and requesting the parent/guardian to contact the teacher. If this does not result in some degree of improvement, the principal shall mail a letter to the offending parent(s)/guardian stating the problem and reminding them of their legal responsibility concerning their child's attendance in school.



Chronic tardiness: Being late for school more than twice in a week or more than five times in a grading period will result in disciplinary action.

Chronic absence: Unexcused absence for three or more days in a grading period is a serious problem. If the problem continues, the superintendent's designee may be asked to help solve the problem. If a student is absent five or more consecutive days (or has five days unexcused absence) in a semester, the parent/guardian must come to the school office with the student before the student will be allowed to return to school.

A **"habitual"** truant is any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month or 12 or more school days in a school year.

A **"chronic"** truant is any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, 10 or more school days in one month or 15 or more school days in a school year.

The parent/guardian is required to have the child attend school immediately after notification. If the parent/guardian fails to get the child to attend school, the school may send notice requiring the child's parent/guardian to attend a parental education program.

Regarding "habitual" truants, the Board's designee must take as an intervention strategy any appropriate action contained in the Board policy, or the Board may file a complaint in juvenile court jointly against the child and the parent. The complaint must state that the child is an "unruly child" by virtue of being a "habitual truant" and that the child's parent violated the School Attendance Law.

Regarding “chronic” truants, if the parent/guardian fails to get the child to school and the child is considered a “chronic” truant, the Board’s designee must file a complaint in the juvenile court jointly against the child and the parent. The complaint must state that the child is a “delinquent child” by virtue of being a “chronic” truant, and that the parent/guardian has violated the School Attendance Law.

LATE-START DAYS AND DELAYS

The District can employ a late start for staff training sessions and for weather-related or other emergencies.

This means the school day will begin exactly two hours later than the normal start time (unless otherwise indicated). Bus routes will also be on a two-hour delay schedule. There is no morning kindergarten or morning preschool on late-start days regardless of the reason. Students participating in the Kindergarten Literacy Intervention Program (KLIP) begin their school day two hours later than normal on late start days. Breakfast will not be served on late start days.

There are five late-start days scheduled for the school year:

- September 21, 2011
- December 7, 2011
- January 25, 2012
- March 7, 2012
- April 26, 2012

SACC: Childcare is provided on all scheduled late start days. The morning session is cancelled on days that the late start is due to weather.

Dressing for School

Students will do many different things during a day of school. Clean clothes and sturdy shoes will allow them to work and play comfortably and safely.

THE FOLLOWING ITEMS ARE NOT APPROPRIATE ATTIRE:

- Halter tops, tube tops or other shirts that show the midriff
- Short skirts / short shorts
- Open-toed shoes, high heels, platform shoes and shoes without backs
- “Heelys” (shoes with wheels in the soles) and/or roller skates
- Hats

For additional information, see page 14.



Weather Considerations

- Umbrellas and/or raincoats are permitted when needed
- Boots or a change of shoes are permitted when needed

RECESS AND WINTER WEATHER

Recess is outdoors if it is dry and the temperature is not below 20 degrees in actual temperature or with the wind chill factor. Please send children with a warm jacket, hat and gloves, and boots if the weather is cold or snowy.

School Supplies

Teachers will send home lists of supplies needed for the classroom. Requests may also be sent home from time to time during the school year when additional items are needed.

School Safety

In order to create a safe school environment, weapons – or perceived weapons – are not permitted at any time. This includes knives and guns, or toy knives and guns. The principal reserves the right to confiscate any such item, and will call authorities and/or parents/guardians when deemed necessary.

Personal Items

We recognize children may have personal items they choose to carry in their bags. The following are not permitted in classrooms or the building:

- Chewing gum
- Skates, skateboards and scooters
- Toys, electronic games

Items such as of delivery of balloons or presents for birthdays should not be sent to school. These events interrupt the instructional day. Birthday treats and other student deliveries should be taken to the school office where students will be called to the office for pick-up. If students wish to distribute birthday party invitations, all students in the class should be invited or invitations should be sent to selected students by U.S. mail. This also protects classroom instructional time.

Cell Phones and Electronic Devices

Personal cell phones and other electronic devices may be used in the classroom for their technological advantages under the supervision and guidance of the instructor as it pertains to the lesson being taught. Cell phones should be turned off and kept secure in back packs when not being used under the supervision of an instructor. The school district is not responsible for the loss of cell phones or personal electronic devices if parents elect to have their child bring one to school in their back pack.

Any phone or electronic device will be subject to confiscation if it creates a disruption to the academic environment. A student using an electronic device which creates a disruption or refusing to follow a reasonable request from a staff member pertaining to the phone or device may be subject to disciplinary action. Staff will be the final judge of the appropriateness of their use. Using a cellular phone or an electronic device to film/record/take pictures of any student or staff member is prohibited.

Sexting, Texting and Emailing

In accordance with House Bill 1, House Bill 132 and Ohio Revised Code 2907.323, the possessing, taking, disseminating, receiving, keeping or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images of photographs, by electronic data transfers does constitute a crime under state and/or federal law. Any person involved in any of the above can be punished under the code of conduct and may be reported to the appropriate law enforcement agencies. Students and families should be aware of these guidelines as legal charges and/or convictions do constitute some long lasting penalties. For additional clarification, please refer to the state and federal laws mentioned above.

Distributing Material

Approval for the distribution of material to students must be obtained from the superintendent/designee prior to distribution. Distribution of material shall be held to a minimum. Information concerning the basic school program shall receive top priority.

Food Services for Students in Grades K-5

BREAKFAST

Hilliard City Schools provides a breakfast program to all students in all schools in accordance with federal regulations. For pricing and menu information, please check with your child's school, or see the Parents section of the district's website, www.hilliardschools.org.

LUNCHTIME

Bagged Lunch

- Milk is available for purchase.
- Please label all sacks or lunchboxes.
- Carbonated beverages, such as Pepsi or Coke, are not permitted.

SCHOOL LUNCH PROGRAM

Hilliard City Schools offers a daily hot lunch service featuring a variety of items. Menus and pricing information are available on the District's website under the Parents tab, but can be directly located at: www.hilliardschools.org/menus/lunchMenus.cfm. Lunches may be purchased with cash at the cashier or by an automated prepaid account. Charges will only be permitted on an emergency basis.

PREPAID LUNCHES

We encourage parents to prepay for lunches in order to limit the exchange of money during the time-limited lunch period. Each student is assigned a meal account with a Personal Identification Number (PIN). The total dollar amount of the food selected each day is deducted from the account upon entering the PIN at the cashier's stand. Parents will be notified when their account runs into a negative balance.

Accounts fall into two categories:

- Meal Accounts are for meals only
- General Accounts are for meals and/or snack items



Prepaying can be done in one of two ways:

1. Cash or Check

Please send a sealed and labeled envelope to school with the following information on the front:

- Student's name
- Student's PIN/ID # (Hilliard City Schools' Student Identification Number)
- Total amount of money included
- Type of account (Meal or General) in which the money should be placed

2. Mealpay (www.mealpayplus.com or 1-877-237-0946)

Once registered with MealpayPlus, you can add money to your account using your bank account or Visa or MasterCard credit card. Payments can be made at any time using the standard payment or auto-payment options. Please note, a \$2 fee is assessed for each transaction.

TO CREATE AN ACCOUNT ONLINE:

- Go to www.mealpayplus.com
- Click on "Register" and complete the registration process
- Select state (OH) and school district (Hilliard)
- Enter your child's Hilliard City Schools Student ID number
- Finish the transaction using the directions received in the e-mail confirmation

When the profile and registration are complete, you will be sent an e-mail confirmation with a link back to MealPayPlus. After you receive the confirmation e-mail, you can securely log onto the MealPayPlus website and make payment on your student's account.

FREE AND REDUCED PRICING

Forms to determine qualification for the Free and Reduced Price Lunch Program are available in all school offices. If your child receives free or reduced lunch, the computerized cashier's station protects confidentiality.

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Getting to School
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WALKING

Students who live within a 2 mile zone of their school are considered to be walking students and do not receive district transportation. Students living outside of the 2 mile zone are provided district transportation. Elementary students who walk to school should walk on sidewalks whenever possible. If there is no sidewalk, they should walk on the left side of the road facing traffic. Remind children to look both ways before crossing the street and to cross the street only at the corner or where there is a crossing guard.

BUSES

Students living outside of the 2 mile walk zone of their school are provided with district transportation. Bus schedules and bus rules are available online on the district's website at www.hilliardschools.org/busstop. As a reminder, children who ride the bus to school, should:

- Arrive at the bus stop 5 minutes prior to the scheduled pick-up time.
- Wait for the driver to signal if they must cross the street getting on or off the bus, and be sure to cross in front of the bus.
- Remain seated at all times, unless otherwise directed by the driver.
- Never put anything out of the window, especially your head or hands.
- Remain silent at railroad crossings to assist the driver listening for trains.
- Speak quietly when talking to friends.
- Not eat or chew gum.
- Not use electronics on the bus.
- Help keep the bus clean by not littering on the floor or out the window.
- Make sure the principal signs all notes from parents requesting a child ride any other bus than the assigned route.

Only Hilliard City School students may ride the bus. Other requests must be signed by the building principal.

BICYCLES

Students in grades 4 and 5 are permitted to ride bikes to school, but must have permission from parents and the principal. Forms to ease the approval process are available in the school office.

Remind your child of these bike safety rules

- Wear a helmet to protect the head from injuries.
- Ride on the right side of the street.
- Know and obey all Ohio bicycle safety laws.
- Park bike in the bike rack.
- Use a bike lock.



Making Friends

School is a place for a child to meet new people and make new friends. Talk to your child about the different people who make the school a safe and happy learning environment.

- Teachers
- Principal
- Other girls and boys
- Secretaries
- Nurses
- Bus drivers
- Classroom aides
- Custodians
- Cafeteria workers
- Volunteers
- Guidance counselors
- School psychologists

A Great Day at School

CHILDREN WHO ARE PRODUCTIVE AND HAPPY AT SCHOOL ...

- Listen to others
- Learn expectations and obey the rules
- Walk quietly in the halls
- Keep hands and feet to him/herself
- Stay on school grounds

A SAFE ENVIRONMENT ...

In order to keep the environment safe, clean and happy, children are not permitted to:

- Fight
- Chew gum
- Play tackle games
- Draw on desks, walls, etc.
- Use profanity
- Throw things (except in supervised games)
- Steal

BREAKING THE RULES ...

From time-to-time, students will break the rules. When this happens, we will talk to them about the circumstances regarding the situation, but will use the following, when needed, to correct the behavior:

- Time outs
- Conference in the office
- Suspension or expulsion
- Detention at lunch (K-5 only)
- After-school detention (K-5 only)



Abuse and/or Neglect

Teachers, administrators and other professionals who may come in contact with students are required to report cases of suspected child abuse or neglect.

A report will be made immediately to the County Children Services Board in the county in which the suspected abuse or neglect is occurring or has occurred. The principal shall be made aware of suspected abuse or neglect.

www.hilliardschools.org

The district's website, www.hilliardschools.org, features a wealth of information for students and parents. Important announcements — weather-related delays or closings, meeting dates and press releases — are prominently displayed. The tabbed sections geared toward students and parents offer lunch menus, bus schedules, forms, calendar and testing information, just to name a few. The district's eSchool sites — which can also be found in the tabbed sections — offer homework tips and link to a variety of rich resources.

Acceptable Use of Technology

STATEMENT OF PURPOSE

As part of 21st century learning, the Hilliard City School District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. All school Internet use is filtered.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in the schools of Hilliard City School District:

TERMS OF AGREEMENT

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
2. I promise never to use any form of electronic communication* to harass, frighten, or bully anyone.
3. I promise to use the computer and the Internet for schoolwork only.
4. I promise not to share my passwords.
5. I promise not to view, send or display inappropriate messages or pictures.
6. I promise to tell an adult if I read or see something on the computer that is inappropriate or makes me feel uncomfortable.
7. I promise to obey copyright laws.
8. If I use a personal email account at school, I promise to use it only for educational purposes.
9. I promise to only use my own files or my own folder on the student server and I will not purposefully attempt to destroy or modify other users' data.
10. I promise I will not download software without permission of an adult.
11. I promise I will not attempt to access the district's non-student systems, such as the Student Information System.

* "Electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, pager, iPods or other mp3 or audio-video players and cameras.

Conferences

Parent/Teacher Conferences are held twice a year (usually fall and winter), but parents/guardians are invited to contact their child's teacher at any point if they have concerns about their child's progress.

Conduct

The Board of Education believes school dress should ensure students' health, welfare and safety and enhance a positive image of students and schools. Dress or grooming that attracts undue attention or violates the previous statement is unacceptable. Students are prohibited from carrying beepers, cellular phones or wearing personal stereo devices in school. The following rules will assist students in selecting clothing and grooming practices that reflect pride in themselves and their school and should be considered in effect during the regular school day and at academic awards or presentation activities.

- Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
- Attempts by students to call undue attention to themselves and/or disrupt the teaching-learning process shall not be permitted. This includes, but is not limited to, inappropriate or bizarre dress; distracting hairstyle or color; distracting body piercing; and gang-related jewelry or dress (including bandanas).
- The following dress items shall not be permitted:
 - Extremely short shorts (boys and girls)
 - Tube tops
 - Halters
 - Bare midriffs (boys and girls)
 - Bare feet
 - Clothing with profane, violent, suggestive, racially intimidating or offensive pictures and/or lettering
 - Clothing that advertises or bears the logo of alcohol, drug or tobacco products
 - Indiscreet patches on clothing (boys and girls)
 - Hats (except for religious or health reasons or at the request of a teacher)
 - Unsafe shoes (such as platforms, high heels, flip flops)

Parents are expected to assist students in complying with this dress code. Violation of this policy may result in suspension or expulsion.

STUDENT MISCONDUCT

The following types of misconduct shall most ordinarily result in suspension, expulsion or removal:

1. The possession, use, arranging or attempting to purchase, offering to sell, or transmit; or being under the influence of any narcotic drug, hallucinogenic drug, or intoxicant of any kind or "look alike" drug.
2. Theft or damage or destruction of personal or school property or possession of stolen personal or school property including copyrighted materials.
3. An act or threatened act of arson, initiating without cause a fire alarm, reporting of a fire, or reporting of an impending bomb or catastrophe.
4. Use, possession, and/or transmission of dangerous weapons, fireworks, or explosives (or look alike weapons).

5. Threaten act of physical violence with a dangerous weapon.
6. Gambling on school property.
7. Possession and/or transmission of pornographic materials.
8. Sexual contact defined as any touching of an erogenous zone of another.
9. Sexual harassment, assaults, acts, or gestures directed toward students or other individuals.
10. Ethnic Intimidation as defined in this handbook.
11. Disruption or interference with curricular or extracurricular activities.
12. Insubordination, including intentional interference with the teacher's conducting of the class, failure to obey a reasonable request or failure to identify oneself to school personnel when requested.
13. Inciting to riot or to disrupt the operation of the school.
14. Non-Ethnic Intimidation/Harassment
 - a. An act or threatened act of physical violence, including fighting, whereby the perpetrator causes, attempts to cause, or seriously threatens to cause physical harm to another while in the custody and control of the school or in the course of a school-related activity.
 - b. Threat (only) of fight/intimidation/harassment.
15. Use of profane, vulgar, or other improper language.
16. Violation of special rules of conduct for school buses.
17. Violation of the smoking policy including smokeless tobacco products.
18. Establishment and conduct of clubs and organizations without official approval.
19. Stealing and/or cheating on tests or other school assignments.
20. General misconduct and misbehavior, disrespect, and/or inappropriate social behavior.
21. Publication, display and/or distribution of unauthorized materials.
22. Tardiness to class or school.
23. Truancy and other unexcused absences from class or school.
24. Fraud or forgery of school or parental documents.
25. Inappropriate or bizarre attire, or violation of rules as set forth in student handbook.
26. Failure to accept discipline or punishment.
27. Disobedience or misconduct as elsewhere defined or violation of such other regulations as may be duly adopted by the Board.
28. Misuse of Technology/computers.
29. Laser pointers are banned from school buildings, vehicles, and on school property except for educational purposes.
30. Bullying - Repeated intimidation/harassing behavior.

The definition of a firearm shall include any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by action of an explosive; the frame or receiver of such weapon; any firearm muffler or firearm silencer; or destructive device (18 U.S.C.A. Section 921), including any explosive or incendiary or poisonous gas, bomb, grenade, rocket with a propellant charge of more than four ounces, missile

with an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the above devices.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm onto school property, in a school vehicle or to any school-sponsored activity, that said student shall be expelled from school by the Superintendent for one calendar year and the appropriate criminal justice or juvenile delinquency authorities notified. The expulsion shall extend into the school year following the school year in which the incident occurred as needed.

A one-year expulsion may be reduced by the Superintendent on a case-by-case basis. Matters that might lead to a reduction in the expulsion period include: An incident involving a disabled student, which is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

Students are also prohibited from bringing knives onto school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel the student from school, subject to the same conditions stated above.

The Superintendent may establish a community service program to be performed in conjunction with, but not in place of, an expulsion imposed upon a student who brings a firearm or knife onto school property. The option of imposing community service in lieu of extending the expulsion into the following school year cannot be extended to a student who is expelled for doing so.

Students who wish to enroll in the Hilliard City Schools under Ohio Revised Code 3313.64 or 3313.65 but who have been expelled from another school district under Ohio Revised Code 3313.66, and the expulsion has not expired, may be offered an opportunity for a hearing with the Superintendent of the Hilliard City Schools.

The Superintendent may temporarily deny admission to the Hilliard City Schools until the expiration of the expulsion period.

STUDENT CONDUCT

ZERO TOLERANCE

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students in the District must conform to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student behavior.

Students and parents/guardians annually receive, at the beginning of the school year or upon entering during the year, written information on rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the Code of Conduct, school personnel, students or parents/guardians should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and Local ordinances.

DISCIPLINE

If a student breaks a minor rule, he/she may be assigned detention. Parents/Guardians will be notified in advance of any after-school detentions so they may arrange for student transportation.

Most discipline problems at the elementary level will be handled as follows:

Step 1: Initial discipline problems handled by the teacher.

Step 2: If problems persist, teacher contacts parent/guardian for help.

Step 3: If parent/guardian and teacher are unsuccessful in changing behavior, student will be referred to principal.

Step 4: Principal talks with child and teacher, and contacts a parent/guardian either by phone, letter or both.

Step 5: If the misbehavior continues, the principal most ordinarily takes some form of punitive action that could include detention (before or after school), suspension, and, in severe instances, a recommendation to the Superintendent for expulsion. In-school suspensions are not appealable as no loss of school time or class credit is proposed as per Board of Education Policy JGD.

SEARCHES/QUESTIONING

Principals and their designees are permitted to search the person, school property, and personal property (purse, backpack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules.

DISPUTE RESOLUTION

We believe it is in the best interest of the child to have complaints or concerns resolved early and among those most directly affected. Parents/Guardians and teachers working together in a cooperative and supportive manner lead to the best solutions. With this belief in mind, the following procedure for resolving complaints is established:

1. Request an appointment with the teacher(s) or counselor to discuss the concern or complaint. It is reasonable to expect that discussion to occur promptly and at a mutually agreed upon time. At the end of the discussion, the teacher or counselor will provide an oral response. A written response may be requested and, if so, will be provided within three school days unless otherwise mutually agreed upon.
2. If the response at step one is considered unsatisfactory, the parent may refer the complaint to the building principal. Again, the parent/guardian may expect a prompt appointment to discuss the issue. The principal may request that the issue be presented in writing as well as orally. After a reasonable time to investigate the issue, the principal will provide the parent an oral response and, upon request, a written response.
3. Matters that remain unresolved at the building level may be referred to the Superintendent's office, where the concern will be referred to the appropriate central office administrator. The concern may be discussed by phone or an appointment may be set to discuss the matter. The central office administrator will review the concern with the parent and, if necessary, with other involved parties. After this review the parent will receive a verbal or written response. That response will also be shared with other involved parties.
4. If the complaint remains unresolved after the response of the central office administrator, the matter may be referred to the Superintendent who will meet with the parent to discuss the complaint. The Superintendent will also review the responses made earlier. The Superintendent will inform the parent of his/her findings in writing at the earliest opportunity and share that response with other involved parties.

5. If the parent remains dissatisfied, the complaint and the relief sought may be addressed, in writing, to the President of the Board of Education. The Board President will review the complaint and determine whether the issue warrants review by the Board as a whole, referral to the Policy Review Committee, or no further action. Such determination and time frame of further review will be shared with all parties.

NON-DISCRIMINATION POLICY

No student shall, on the basis of sex, marital or parental status, pregnancy, race, color, national origin, religious belief or handicap, be denied the opportunity to participate in or obtain the benefits of any educational program offered by the Hilliard City School District.

A copy of the procedure by which a student or parent may formally lodge a complaint of discrimination is available in the school office, the school library, and the office of the Superintendent.

To be certain that all non-discrimination policies and procedures are administered properly, the Board of Education has appointed Assistant Superintendent Leslie McNaughton to act as coordinator of such policies and procedures. Concerns or questions may be directed to her office at 5323 Cemetery Rd., Hilliard, OH 43026, telephone (614) 771-4273.

STUDENT DRUG, TOBACCO, AND ALCOHOL POLICY

For purposes of these policies and regulations, the following definitions shall apply:

Alcohol: Any liquor, wine, beer, or other beverage containing intoxicating substances.

Drugs: Any drug, including illegal drugs, narcotics, hallucinogens, cocaine, amphetamines, steroids, barbiturates, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, counterfeit (look-alike) substances, and clove cigarettes.

Drug Paraphernalia: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distribution, or facilitating the use of drugs, including, but not limited to, pipes, roach clips, syringes, hypodermic needles, and cocaine spoons or kits.

Tobacco: Any product with tobacco as an ingredient that is smoked, chewed, inhaled, or placed against the gums.

Under the Influence: Manifesting signs of substance abuse, such as staggering, reddened eyes, odor of alcohol or drugs, nervousness, restlessness, falling asleep or dozing, memory loss, abusive language, or any other behavior or physical appearance normal for the particular student (determination by school authorities as to what constitutes "under the influence" is distinct and separate from any such determination by the courts).

Distributing: Making available to or passing on to another individual (even if not for profit) any alcohol, drug or tobacco products.

Extra-curricular: Activities sponsored by, supported by, and identified by the Board and are an extension of the "normal" school day. Activities included are: all athletics, instrumental and choral groups, student council, drama, cheerleading, all school clubs, school-sponsored and board-approved trips, and National Honor Society. (Because of the rules of the National Honor Society organization, the student's membership can be retained, but his/her participation will cease). This list is not all-inclusive. Students must agree to adhere to any additional rules established by the advisor/coach of the activity in which the student participates.

One Calendar Year: One calendar year is defined as 365 days from the date of the infraction.

Leadership Position: Any elected or appointed office in a school recognized sport, club or activity.

POLICY STATEMENT

It is the Board of Education's primary concern that educational, co-curricular and extra-curricular programs for all students proceed in an orderly and non-disruptive manner. Sale, use or possession of drugs, counterfeit drugs, alcohol, or tobacco by students is an obstacle to this objective and interferes with the rights of students to receive quality academic instruction.

The Board recognizes that use of illicit drugs and unlawful possession and use of alcohol is wrong, harmful and illegal. It also recognizes that individuals who are experiencing problems with alcohol and other drugs need assistance, which may vary; the District is committed to working cooperatively with student and family to help provide beneficial alternatives. Information will be available about drug and alcohol counseling and rehabilitation and re-entry programs for students. District resources such as student groups, parent groups, school psychologists, student assistance coordinator, core team and special transitional programs are to be encouraged, made available, and recommended. Students and parents/guardians will also be given information about outside agencies and encouraged to take advantage of their services and programs. Parents/Guardians and students will be given a copy of the standards of conduct and the statement of disciplinary sanctions through Parent/Student Handbooks. Compliance with these standards of conduct is mandatory for students.

Hilliard City School students shall not possess, use, sell, give or otherwise transmit, or be under the influence of any drug or alcohol. They shall not possess or bring on school property tobacco products, matches, lighters, or other paraphernalia normally associated with tobacco use. Tobacco use by students is prohibited in school buildings, in school vehicles, and on school grounds, at all times. Any type of drug paraphernalia is prohibited in school buildings, in school vehicles, and on school grounds. All items will be subject to confiscation.

THIS POLICY IS SUBJECT TO ENFORCEMENT AND/OR DISCIPLINARY ACTION

- On property owned, leased by, or under control of the Board, including vehicles for transporting students.
- On any public or private property during scheduled school hours including recess, lunch and class changes.
- At any school-sponsored or sanctioned activity or event away from or within the District.

Actions set forth below will be considered normal disciplinary measures for each category and occurrence of offense and shall be administered in accordance with the policies and regulations of the Board.

Students who voluntarily request assistance or counseling/self referral in situations where no offense, as specified below, has been detected, will not be subject to disciplinary action based on information divulged.

Where an offense, as specified below, has been detected, violations of school policy will not be excused because the student has requested counseling.

OFFENSES AND VIOLATIONS OF THIS POLICY ARE ACCUMULATIVE

- During a student's participation in educational, co-curricular and extra-curricular activities at the elementary years (K-5).
- During a student's participation in educational, co-curricular and extra-curricular activities at the middle school years (6-8).
- During a student's participation in educational, co-curricular and extra-curricular activities at the high school years (9-12).

STUDENT DRUG, TOBACCO, AND ALCOHOL REGULATION

OFFENSES AND DISCIPLINARY ACTION

SELLING OR DISTRIBUTING ANY QUANTITY OF DRUGS AND/OR ALCOHOL

FIRST OFFENSE

- Parent(s) will be notified immediately.
- The police shall be notified.
- Consultation with the parent(s)/guardian and student emphasizing available counseling services for drug assessment will be conducted.
- The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
- The student will be suspended out of school for ten (10) days and may be recommended for expulsion.

SECOND AND SUBSEQUENT OFFENSES

- Parent(s) will be notified immediately.
- The police shall be notified.
- Consultation with parent(s)/guardian and the student emphasizing available counseling services for drug assessment will be conducted.
- The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
- The student will be suspended out of school for ten (10) days and will be recommended for expulsion.

POSSESSION AND/OR USE OF DRUGS AND/OR ALCOHOL

FIRST OFFENSE

- Parent(s) will be notified immediately.
- The police shall be notified.
- Consultation with parent(s) and student emphasizing the availability of counseling services will be conducted. Following the consultation, parents and student must agree to one of the following options:
 - The student shall be suspended out of school for seven (7) days - OR -
 - The student will be suspended out of school for a minimum of five (5) days if the student and parents ask for and receive an assessment in a certified drug/alcohol-counseling program within ten calendar days. A written copy from the assessment must be sent to the school officials including the findings of the evaluation and the student agrees to carry out the recommendations - OR -
 - The student will be suspended out of school for three (3) days if they complete all of the assessment requirements and the student and parents must agree to complete, within thirty (30) calendar days, a minimum of nine (9) hours by the student and at least one parent, of alcohol,

drug education as agreed to by school officials. A written proof of attendance is required to be sent to the school officials.

A written copy from the assessment must be sent to the school officials including the findings of the evaluation and the student agrees to carry out the recommendations.

- The student forfeits his/her privilege to any leadership position for one calendar year (365 days).

SECOND OFFENSE

- Parent(s) will be notified immediately.
- The police shall be notified.
- The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
- Consultation with parent(s) and student emphasizing the availability of counseling services will be conducted.
- The student will be suspended out of school for ten (10) days and may be recommended for expulsion.

THIRD OFFENSE

- Parent(s) will be notified immediately.
- The police shall be notified.
- Consultation with parent(s) and student emphasizing the availability of counseling services will be conducted.
- The student will be suspended out of school for ten (10) days and recommended for expulsion.

POSSESSION OF DRUG PARAPHERNALIA

When the student is found in possession of drug paraphernalia:

FIRST OFFENSE

- Parent(s)/Guardian will be notified immediately.
- The item(s) will be confiscated.
- The student will be assigned a three (3) days out of school suspension.
- The student forfeits his/her privilege to any leadership position for one calendar year (365 days).

SECOND OFFENSE

- Parent(s)/Guardian will be notified immediately.
- The item(s) will be confiscated.
- The student will be assigned five (5) days out of school suspension.
- The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

THIRD AND SUBSEQUENT OFFENSES

- Parent(s) will be notified immediately.
- The item(s) will be confiscated.
- The student will be assigned a ten (10) days out of school suspension.
- The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

POSSESSION/USE OF TOBACCO

Possession and/or use of tobacco, matches, lighters, or other paraphernalia. No student shall possess or use tobacco. Failure to comply will result in disciplinary action:

FIRST OFFENSE

- Three (3) days out of school suspension. If student chooses to enroll in a smoking cessation program coordinated by the principal/designee, out of school suspension will be reduced to two (2) days.
- The student forfeits his/her privilege to any leadership positions for one calendar year (365 days).

SECOND OFFENSE

- Five (5) days out of school suspension.
- The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

THIRD OFFENSE

- Ten (10) days out of school suspension.
- The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

POSSESSION OF MATCHES, LIGHTER, PARAPHERNALIA

FIRST OFFENSE

- Three (3) days time out room.
- The student forfeits his/her privilege to any leadership position for one calendar year (365 days).

SECOND OFFENSE

- Three (3) days out of school suspension.
- The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

THIRD OFFENSE:

- Five (5) days out of school suspension.
- The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

FOURTH OFFENSE:

- Ten (10) days out of school suspension.
- The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

FOLLOW-UP SERVICES

Upon return from residential or outpatient treatment, the following support services will be provided:

- Student, parent(s), staff member, counselor and administrator (when available) may have a readmission conference to develop educational plans.
- It will be recommended to parents that they attend parent support group meeting(s), i.e., AL-ANON, Tough Love.
- Student may be required to attend eight (8) weekly support group meetings in school unless a treatment facility and/or other staff member recommends otherwise. The student may remain in the student support group after this requirement is satisfied. Where a student support group does not exist, the student will have contact with the guidance counselor or student assistance coordinator for a minimum of eight weeks.

DUE PROCESS PROCEDURES

A participant suspected of violating any of the above-mentioned regulations will be afforded the rights of students being considered for suspension or expulsion from school under the District's Code of Student Conduct if removal from a curricular activity for 24 hours or more is contemplated.

Costs: All costs for any rehabilitation program or counseling for a tobacco, alcohol, or drug problem under these regulations shall be the responsibility of the student.

RELATIONSHIP OF THESE POLICIES AND REGULATIONS TO THE DISTRICT'S CODE OF STUDENT CONDUCT

The policies and regulations supplement the District's Code of Student Conduct and are administered independently of that Code. A violation of these regulations may also independently violate the Code of Student Conduct and result in suspension or expulsion from school or removal from curricular or extra-curricular activity under the provisions of that Code in addition to any disciplinary penalty that may be called for under these regulations.

Emergency Closings

If it becomes necessary to close schools due to emergencies or weather conditions, announcements will be made on the district’s website and over the following radio and television stations before school begins:

Radio		Television	
610AM WTVN	107.9 WODB	97.9 WNCI	Channel 4 WCMH
97.9 WNCI	96.3 WLVQ	93.3 WLZT	Channel 6 WSYX
92.3 WCOL	95.5 WHOK	97.1 WBNS	Channel 10 WBNS
105.7 WFJX	820AM WOSU		Channel 28 WSYX Fox
94.7 WSNY	89.7 WOSU		ONN

Parents may also sign up through the District’s web page to receive eNews with school closings.

A recorded message will also be placed on the InPhoNet messaging system at 777-2222.

There may be times when it is necessary because of some emergency to dismiss school during the day. It is impossible to call each parent/guardian when these situations occur. Parents are urged to make arrangements with a neighbor or friend so that their child will have a place to go if the parents/guardians are not home.

eNews

The eNews mailing list service offered by Hilliard City Schools will keep you in the know about happenings in the school building and the district. Lists are available for individual schools and the district as a whole.

As an eNews member, you will receive regular emails that will include important school building news, information about the district, Board of Education action, and announcements from the Superintendent.

eNews messages might include morning announcements, notes from the principal, PTO news, links to classroom pages and even emergency information. Schools also will be able to send newsletters electronically.

To sign up, visit www.hilliardschools.org/enews and select the building news list. Follow the registration instructions for each list desired, then reply to the confirmation e-mail. Once you’ve followed these simple steps, you’ll start receiving Hilliard eNews.

ESEA Notification

As a parent/guardian in the Hilliard City School District, you have the right to know the professional qualification of the classroom teachers who instruct your child. Specifically, you have the right to know whether your child’s teacher has been licensed or certified by the Ohio Department of Education for the grades and/or subjects he or she teaches or if the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances. You also can request such information as to the teacher’s college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees. You may also ask if any teachers’ aides or similar paraprofessionals who provide services to your child have the proper qualifications. The Director of Human Resources is your contact for information, call 921-7020.

Ethnic Intimidation Policy

The Board of Education of the Hilliard City School District recognizes that, in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, or religion, have the right to an education in an atmosphere free of all forms of disparagement and intimidation. The Board further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools.

Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats and would be punishable under one or more sections of the Code of Conduct. This policy of the Board of Education is subject to enforcement and/or disciplinary action:

- On any property owned, leased by, or under the control of the Board of Education, including vehicles used for the transportation of students.
- At any school-sponsored or sanctioned activity or event away from or within the district.

Gifted Identification Plan

The Hilliard City School District accepts referrals for potentially gifted K-5 students from parents, teachers, qualified professionals, and members of the community, as well as from students who self-refer. In addition, existing data from a wide variety of sources are examined in an effort to locate students who can be identified without further assessment, as well as those for whom additional data are needed. The data review and referral processes are created to insure that the work and behavioral characteristics of all students are reviewed and considered in a fair and equitable manner. Further information is available from: the Department of Instruction, Assessment, and Accountability, your building principal, and the Hilliard City Schools website.

Guidance Program

The Board views guidance as helping students understand themselves relative to their abilities, aptitudes, interest, attitudes, strengths and limitations. This process is meant to assist students in the development of their potential and their decisions relating to personal, educational, and social matters.

A written guidance plan is developed to provide systematic aid to students in kindergarten through 12th grade regarding educational, career, civic, personal and social concerns including the harmful effects of drugs, alcohol, and tobacco.



Homework

Homework is an important part of the educational process and has the following objectives:

- To promote growth in self-responsibility, self-direction and learning.
- To promote good work habits.
- To enrich and extend research experiences.
- To bring students in contact with out-of-school learning resources.
- To help student's budget time.
- To provide practice in developing skills.

Students will be responsible for completing assigned homework as directed and returning it to the teacher by the designated time. Homework assignments should reflect careful attention to detail and quality of work.

Although we do not believe parents should give a great deal of help to students in completing homework, we hope that parents will:

- Encourage and support the student in the performance of assigned homework.
- Indicate an interest about the assignments and assist, if possible, when requested by the student.
- Support the school regarding the student being assigned homework.
- Request assignments for the student when long-term absences are necessary.



Photo Permission

From time to time, Hilliard City School District staff take pictures or video of students in their learning environments. The photographs and videos can be used in a variety of publications to document programs. The images may appear in, but not limited to, staff newsletters, community newsletters, media releases and the District website. While we make every attempt to work with the media, they may also take incidental photos and/or videos of students in situations we cannot control.

The district keeps a record of students who do not have permission to be photographed. Kindergartners and new enrollees receive the photo consent form in their registration packets. Parents/Guardians who wish to change their child's record should contact the office of the school their child attends.

Progress Reports

Elementary progress reports (report cards) give parents information about the curriculum and their student's performance levels. Instead of having a line with a subject name and grade, learning goals and progress levels are listed for each subject.

Progress reports indicate if students are meeting grade level expectations, exceeding grade level expectations or not meeting grade level expectations.

Progress reports are provided every 12 weeks. Interim reports are sent to parents if the student is encountering academic difficulties at the midpoint of each marking period.

GRADES K-5

BEGINNING (1)	DEVELOPING (2)	ACHIEVING (3)	EXTENDING (4)
Emerging awareness of concepts/skills.	Progressing toward understanding concepts/skills with assistance from teachers, peers, and/or parents.	Demonstrating grade-level understanding while achieving independence.	Applying concepts/skills independently and/or utilizing them in innovative ways consistently exceeding basic grade-level expectations.

Registration for School

To register a child, take birth certificate, immunization records, proof of residency, and custody papers, if applicable, to the registration office located in the Annex behind Central Office, 5323 Cemetery Road. Proof of residency may be a current (within the last year) closing statement or a current mortgage statement if you own your home. If you are renting, proof of residency may be a lease agreement that lists the parent/guardian's name and the name of the students to be enrolled in our district. Due to enrollment growth, a child may not be accommodated in school nearest home. Call 921-7096 for more information. Registration forms are located on the district website.



Release of Student Information

It is the intent of Hilliard City Schools to limit the disclosure of information contained in a student's education record, however, some of the information — Directory Information — is a matter of public record. The District occasionally receives requests for Directory Information from, but not limited to, the media, colleges and universities, public and private high schools, local PTO groups, and recruiters of the United States Armed Services.

Directory Information, which is defined by the Board of Education and is subject to change*, can be disclosed without prior written consent, except when the request is for a profit-making plan or activity. Directory Information includes:

- Student's name
- Student's address
- Student's date of birth
- Student's extracurricular participation
- Student's achievement awards or honors
- Student's weight and height, if a member of an athletic team
- Student's dates of attendance
- Student's date of graduation

Each year parents/guardians are given the opportunity to request the District not release Directory Information about their child. Such requests are made by completing a "Directory Information Notification Form." Copies of this form are available in the school's main office and online at the following link: www.hilliardschools.org/news/forms.cfm

PARENTS AND ELIGIBLE STUDENTS HAVE THE RIGHT TO:

- Inspect and review the student's education records;
- Seek, in accordance with administrative regulations, to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)/guardian or eligible student's request;
- File a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act (FERPA) and
- Acquire information concerning the procedure which the parent(s)/guardian or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies.

* For the most current file of Board's "Student Records" policy (JO), please see: www.lpdirect.net/ohio/hilliard

Rights and Responsibilities

STUDENT RIGHTS

- To have a safe and suitable learning climate.
- To be given an education that meets individual needs.
- To be treated fairly.
- To be informed of rules and procedures, responsibilities, and rights.



STUDENT RESPONSIBILITIES

To be aware of the following rules and procedures set forth for all elementary school students.

Students are not permitted to:

- Hit, fight with, or pick on another student in the building, on the playground or school bus, or going to or from school.
- Use profane, vulgar, or otherwise unacceptable language.
- Throw or toss objects in the building or on school grounds, except during supervised games.
- Have or use baseballs on school grounds.
- Re-enter the building during outdoor recess without permission from a teacher or supervisor.
- Leave the building without permission from a teacher or supervisor.
- Stay indoors for health reasons during outdoor recess without written permission from home for occasional instances, or from a physician for extended periods.
- Wrestle, play tackle football, or other games involving tackling, "piling on," or knocking down other students.
- Play outside playground boundaries.
- Disrupt a class or otherwise interfere with any student's opportunity to learn.
- Commit an overt act of defiance or disrespect.
- Threaten or strike a teacher, supervisor, or other staff member.
- Leave school premises for lunch without written permission from home and with a supervising adult.
- Leave the building or grounds without official permission from the office.
- Go home after school by other than the routine method or way without written permission from home and the school office.
- Violate classroom rules established by specific teachers during the course of the year.
- Be in areas other than those designated, at any time.
- Steal or destroy personal or school property.
- Violate "No Trespassing" rule at district ponds.

Students are expected to:

- Be knowledgeable of individual building and classroom rules and procedures.
- Be knowledgeable of and conform to the adopted dress code.
- Obey the rules.
- Learn from experience and improve when behavior is not what is expected.

PARENT RIGHTS

- To be informed of the rules and procedures.
- To be informed of repeated incidents involving their child.

PARENT RESPONSIBILITIES

- To be knowledgeable of the rules and procedures.
- To send their child to school in the best possible physical and mental condition with proper rest and nutrition.
- To support the teacher.
- To obtain from the teacher clarification of facts surrounding correction of a discipline problem.
- To share with the teacher home situations which may affect or change the child's behavior.
- To provide updated telephone numbers where a parent can be reached during school hours.
- To provide necessary supplies.
- To attend scheduled parent/teacher conferences.
- To keep their child away from district ponds.

STAFF RIGHTS

- To expect a standard of discipline from students that promotes learning.
- To not be threatened or endangered by physical harm.
- To expect cooperation and concern from parents.

TEACHER RESPONSIBILITIES

- To supervise students in a professional manner.
- To review with students the rules and regulations of the school.
- To inform students of classroom behavior expectations.
- To inform parents of habitual student misconduct.
- To inform the principal of serious misbehavior and habitual misconduct.
- To cooperate with school personnel.
- To be organized and prepared.
- To maintain discipline and administer punishment when necessary.



ADMINISTRATOR RIGHTS

- To expect parents, students, and teachers to be adequately informed of policies, procedures, and regulations of the school district and individual school buildings.
- To expect parents and teachers to be supportive of administrative efforts to enforce discipline policies.
- To expect staff to conform to and support Board of Education decisions and policies, and individual building administrative regulations.

ADMINISTRATOR RESPONSIBILITIES

- To carry out Board policy as it relates to discipline and to disciplinary procedures.
- To develop with the staff specific regulations for his/her individual school.
- To inform the school, community, teachers, students, and parents about the various rules regarding student behavior at his/her school.
- To provide leadership in maintaining the best school environment for learning.
- To work with individual teachers when problems arise but only after a teacher has made a conscientious effort to solve the problem.
- To deal with extreme or unusual misconduct.
- To use available resources within the school, such as guidance counselors and psychologists, to assist in solving problems.
- To refer problems that may require the attention of outside agencies.
- To notify and work closely with parents and teachers on individual pupil problems.
- To record problems referred by teachers or staff and inform them of action taken.
- To support staff members in establishing and maintaining adequate pupil control.
- To safeguard due process procedures for all parties.



School Bus Safety

School bus drivers carry a heavy burden of responsibility for the lives of the boys and girls who are their passengers. They must give full attention to driving while students are in transit. In order to do this, the following rules must be followed by the students:

- Railroad crossings: students should not talk when the bus is approaching a railroad crossing or highway intersection.
- Seats: drivers will assign seats and have a seating chart with them. Students must remain in their assigned seats.
- Windows: students should keep head, books, and miscellaneous objects inside the bus, never outside the windows. Windows are to be opened only with approval of the driver.
- Eating: students may not eat on the bus. Exceptions may be made only with approval of the superintendent/designee.
- Conversation: students may talk quietly. No yelling is permitted inside the bus or out windows.
- Bus stops: students should wait until the bus stops and the driver gives the signal for crossing when boarding or leaving the bus.
- Crossing: students should cross only in front of the bus, and about ten feet in front of the bus.
- Time: students should be on time at designated pickups in the mornings and when school is dismissed.
- Carry-on-items: items generally too large to fit under a passenger seat will not be permitted on the bus if, in the judgement of the driver, such objects would interfere with safe bus operation.
- Littering is not permitted on or from the bus.
- Unauthorized passengers shall not be transported on a school bus. "Unauthorized" refers to non-school children and/or adults not approved by the principal or superintendent.
- Unauthorized entering or leaving – students may not enter or leave a bus at other than their regular stop unless written permission is given by parents and approved by the principal. Students must remain on the bus from the time of boarding until arriving at the approved place of departure.
- Animals are not permitted on the school bus.

Students are strongly encouraged to leave their cellular phones and other electronic devices at home. These are expensive items and the School Transportation Department cannot be held responsible for the loss, theft or damage of any cellular phone or electronic device. Any cellular phone or electronic device will be subject to confiscation if it creates a disruption to the bus. A student using an electronic device which creates a disruption or refusing to follow a request from a staff member pertaining to the phone or device may be subject to disciplinary action. Staff will be the final judge of the appropriateness of their use. Using a cellular phone or an electronic device to film/record/take pictures of any students or staff member is prohibited.

MAJOR BREACHES OF SCHOOL BUS DISCIPLINE

School authorities will consider violations of these rules to be major breaches of conduct, or student misconduct, which may result in denial of transportation privilege, or other disciplinary action. The following rules are considered absolutely vital to the safe operation of the school bus. Violation of these rules will ordinarily result in denial of the transportation privilege and suspension or expulsion from school.

The following actions are not permitted on the school bus:

- Fighting
- Throwing objects inside the bus or out the bus windows
- Using profanity or smoking on the bus
- Carrying firearms on a school bus
- Tampering with the emergency door
- Other misconduct and behavior as listed in Board Policy

REPORTING BUS MISCONDUCT

Whole busloads of students will not be taken back to school because of misconduct by a limited number of passengers. However, the driver will report the misconduct to the principal at the earliest opportunity. The principal will then proceed in accordance with the usual discipline procedures.

School-Age Childcare

The Hilliard City School District, School-Age Child Care Program (SACC) is designed to meet the child's social, emotional and physical needs. Based upon play and social experience, the program will complement, not imitate the school day. For more information about the program, including cost, please see: www.hilliardschools.org/sacc/philosophy.html or call 614-771-2267.

NOTE: Childcare is provided on all scheduled late start days. The morning session is cancelled on days that the late start is due to weather. If the elementary schools are dismissed early, there will be no afternoon SACC session.

Childcare is available on school days before and after school:

7:00 - 9:00 a.m. 3:30 - 6:00 p.m.

Student Health

SERVICES AND REGULATIONS

The administration recognizes the responsibilities of the schools to help protect the health of students.

Parents are required by state law to fill out an Emergency Medical Authorization Form and an Emergency First Aid Form. These are kept on file in the principal's office and used in emergencies.

Each school shall have on file for each student an emergency medical authorization form providing information from the parent(s)/guardian on how they wish the school to proceed in the event of a health emergency involving the student and authorization for the school in case emergency action must be taken.



Your child must meet county and state health regulations for entrance to school. The school nurse checks health records each year and will supply you with an immunization request form for necessary immunizations that your child needs. Students may be excluded from school if the immunization schedule is not completed within a reasonable period of time after notification, no later than the 15th day after admission.

Exemptions include students who present a written statement that immunization is objectionable for religious reason or other reasons of "good cause." Similarly, a student is exempt if he/she presents a physician's statement that immunization against a particular disease (or all diseases) is "medically contraindicated." A history of measles, mumps and/or varicella disease may be substituted for the measles, mumps or varicella vaccinations. However, a history of rubella disease may not be substituted for rubella vaccine, except that laboratory test results, submitted by a physician, demonstrating detectable rubella antibody will be accepted in lieu of vaccination.

STUDENT ILLNESS

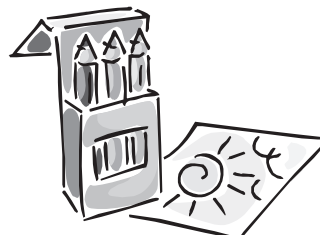
When a student becomes ill at school, the parent will be notified to take the child home. Any student suspected of having a communicable disease will be referred to a physician for examination and recommendation for exclusion from school. Readmission will be allowed by a physician's statement or by consultation with the school nurse.

A child who is ill will not perform well at school, and may be exposing the other students in the classroom. **Please keep your child home if any of these symptoms are present:** a fever of 100 degrees or greater, an undiagnosed rash, an earache or draining ear, diarrhea or vomiting, severe sore throat, persistent or severe cough, persistent or severe headache, or a known communicable disease. If your child is sent home with a fever of 100 degrees or greater, or with diarrhea or vomiting, they must be symptom free without medication for 24 hours before returning to school. Students sent home or who are absent from school due to illness are not permitted to participate in extracurricular activities that may be taking place on the date of their absence.

Please call the school by 9:00 a.m. on days your child is ill. You may call before the office opens and leave a message. When reporting student absences, please report any of the following communicable diseases: chicken pox, conjunctivitis (pink eye), fifth disease, hepatitis, influenza (fever, upper respiratory infection, headache, and body aches), measles, mumps, meningitis, strep throat, lice, ringworm, and scabies. This information is helpful in the control of illness among students.

Health screenings are conducted by the Hilliard City Schools nursing staff in accordance with Ohio Department of Health and Ohio Department of Education guidelines. All kindergarten, first, third and fifth graders will be screened for adequate vision and hearing. Referral forms will be mailed to parents when further evaluation by a physician is recommended.

Students returning to school following an illness or injury are expected to participate in Physical Education and regular school activities. A note from a physician is required if a student's participation is to be limited. The physician's statement should include a date when regular participation can be resumed.



ADMINISTERING MEDICINES

Students needing medication will be encouraged to receive the medication at home, if possible.

- Each person or persons designated to administer any prescription or non-prescription medication will receive a statement signed by both parent/guardian and physician which includes all of the following information:
 - Name and address of the student
 - Student's school and class
 - Drug name and dosage to be administered
 - Times or intervals at which each dosage of drug is to be administered
 - Date on which drug administration begins
 - Date on which administration of drug ends
 - Any severe adverse reactions that should be reported to the physician and one or more telephone numbers at which the person who prescribed medication can be reached in emergencies
 - Special instructions for administering drug, including sterile conditions and storage
- It is the student's responsibility to visit the office to receive medication. New authorization forms must be submitted at the beginning of each school year.
- The parent/guardian agrees to submit a revised statement signed by the parent/guardian and physician if any of the information originally provided to the school changes.
- Medication will be received at school in the container in which the prescribing physician or other licensed professional dispensed it . Medication and dosage listed on the label must be identical to the authorization form. Parents are responsible for keeping a record of the amount of medication at school and for sending more when needed.
- Students who self-administer (carry on their person) asthma inhalers must have the medication authorization form completed by physician and parent stating they may do this.
- Person designated by the Board will establish a location in each school to store drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.
- No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him prior to administering the drug will be liable for administering or failing to administer the drug, unless such person acts in a manner constituting gross negligence or wanton or reckless misconduct.
- Each medication that is given should be documented on the medication record form for the corresponding student.
- The person designated to give medication should receive training by the school nurse. The school nurse will periodically monitor and provide instruction pertinent to the medication.
- The person giving medication should review the authorization form prior to administration for special instructions and possible side effects.
- All school personnel must be informed that the administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
- All medication remaining in the building after the last day of school will be discarded.

Student Insurance

A school insurance program is available to all students for purchase. The insurance can be used as a secondary policy and protects your child against accidents that may occur on school property during the school day. Students who participate in extra-curricular activities must either have school insurance or provide a note, signed by his/her parent /guardian, stating that the parent /guardian will assume full responsibility for medical expenses.

Technology Use and Misuse

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District network or online services support learning and enhance instruction, as well as assist the administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

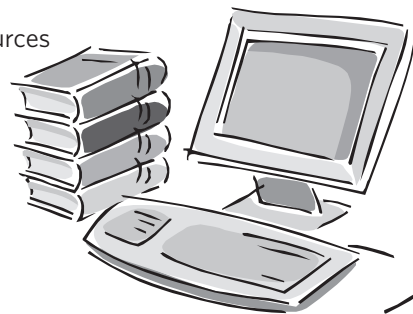
- Violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy.
- Using profanity, obscenity or other language that may be offensive to another user.
- Reposting (forwarding) personal communication without the author's prior consent.
- Copying commercial software in violation of copyright law.
- Using the network for financial gain, for commercial activity or for any illegal activity; and accessing and/or viewing inappropriate material.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or do not follow the rules and regulations established.

Students engaging in any of the above behaviors are subject to severe penalties including:

- Denial of access to computer and network equipment and resources
- Verbal or written reprimand
- Detention
- Suspension
- Criminal charges
- Expulsion



Visitors to the School

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing. Individuals who wish to visit our schools are encouraged to contact the school to set up a time in order to prevent disruptions to instructional time.

To ensure that no unauthorized persons enter buildings, all visitors to the schools must report to the school office. All visitors are asked to sign in and receive a visitor's badge before visiting elsewhere in the building.

Unauthorized persons are not permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and loitering on school grounds.



Volunteers

WHO IS REQUIRED TO HAVE A BACKGROUND CHECK?

The protection and well-being of the students enrolled in Hilliard City Schools is paramount. To that end, a background check and ID badge with photo is required for all volunteers who may be left alone with students. This background check will be completed by IntelliCorp.

WHERE DO I GO FOR A BACKGROUND CHECK?

The Hilliard City Schools Department of Human Resources will perform all background checks at the district's Central Office, located at 5323 Cemetery Road.

DO I NEED AN APPOINTMENT?

We accept walk-ins Tuesday through Thursday from 9:00-11:00 a.m. and 1:00-3:00 p.m., except during Winter Break and Spring Break and Summer Break when we complete volunteer background checks by appointment only. If you need to schedule an appointment contact the Department of Human Resources at 614-921-7099.

WHAT IS THE COST?

The cost for a background check is \$9, through IntelliCorp. If you have not lived in Ohio for 5 years, we require a nationwide background check, which is \$18. If you have been fingerprinted within the last 12 months and you have a copy of the results, you may submit those to us with a \$2 charge. Lost ID cards can be replaced for a \$2.00 fee. You may pay with cash, check or by credit/debit card (Visa/Master Card). If paying with cash, we ask that you have correct change with you at the time of your background check.

WHEN WILL I BE APPROVED?

The background check process is electronic and takes just minutes to complete. Results are returned immediately to the school district. Once your results are returned with no disqualifying events, you will be put into our master database and receive a volunteer identification badge.

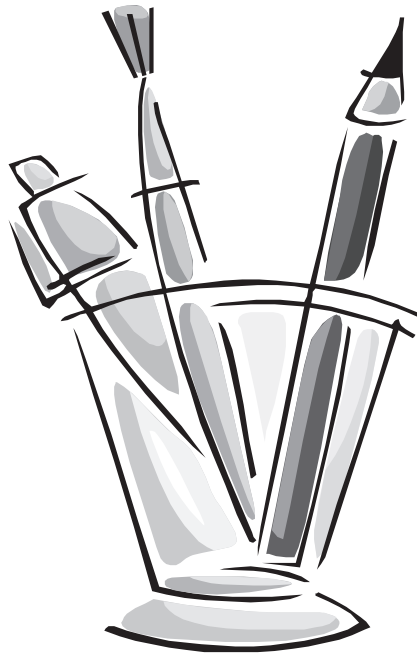
IS THERE A RENEWAL POLICY?

Beginning in January of 2011, volunteers will be required to renew their badges every 5 years. A letter will be sent out to each volunteer when their badge expires. At that time, a new background check will be required and a new badge will need to be issued. The cost for the renewal badges will remain the same as a new badge (see above).

Special Programs and Related Services

Hilliard City Schools offers a variety of services to students and parents. Please ask your building principal for more information.

Math Coaches (elementary)	Speech/Language Therapy
Reading Teachers	Preschool Handicapped Program
Learning Disabilities Tutoring/Resource Room	School Nurses
Guidance Counselors - all grades	Occupational/Physical Therapy
Psychological Services	Adapted Physical Education
Handicap units— developmental, multi-severe behavior	Literacy Coaches (elementary)
Multiage and full-day kindergarten opportunities at Norwich Elementary School	Educational Technologists
English Language Learner (ELL) Support	Media Specialists
Gifted Education Specialists	



Preschool Licensure

PS 37-02-J (RULE REFERENCE)

The most recent written compliance report will be posted next to our program's license in the main office. HCSD Preschool was in full compliance for the 2007-2008 school year.

HCSD PRESCHOOL PHILOSOPHY & GUIDELINES ON BEHAVIOR & DISCIPLINE

The HCSD Preschool provides appropriate and behavior interventions for all preschool students.

A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

Each classroom institutes a "positive" behavioral intervention plan specific to the needs of the students. Parents are informed of incentive programs practiced in their child's classroom. Parents are provided updated behavioral information through the child's school-to-home notebook, phone calls, face-to-face conferences and/or e-mail.

Children who are unsuccessful in the classroom behavior management plan, or become harmful to others or themselves will have intervention from the preschool director. During this intervention the child will sit at the table in the director's office with the opportunity to "calm down" and then process why they are having difficulty with classroom or school rules. The director uses a timer (anywhere from 2-10 minutes) to give the preschool student an opportunity to regroup before returning to the classroom.

If the student is unable to return to the classroom (or if it is unsafe to do so), the director may contact the parent by phone to secure input or suggestions for safe interventions. After parental contact, if the student is still unable to return to the classroom, the student may remain in director's office until the end of the school day. If the student is a bus rider and is in such distress that they cannot safely ride the bus, the director reserves the right to contact the parent to pick the child up at school.

When a preschool student continues to have significant difficulties with success within the classroom "positive" intervention plan, the preschool psychologist may involve the parent and appropriate staff to design a specific written behavior plan for that child. This plan is reviewed and agreed upon by all parties in writing and reviewed each grading period.

Each preschool day is considered a new start for each child. Our staff is committed to help all students feel positive about themselves and safe within the preschool environment.

Licensure Rule 3301-37-10 (Behavior Management/Discipline) requires that all early childhood centers include methods of discipline that apply to all persons on the premises and shall be restricted in the following plan.

These rules have been implemented in our preschool behavior management/discipline philosophy & guidelines and are part of the building's "positive" intervention plan for all preschool students. All parents and staff members receive a copy of the discipline policy.

The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
- (2) No discipline shall be delegated to any other child.
- (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- (5) No child shall be subjected to profane language, threats, or derogatory remarks about himself or his family, or other verbal abuse.
- (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- (7) Techniques of discipline shall not humiliate, shame or frighten a child.
- (8) Discipline shall not include withholding food, rest, or toilet use.
- (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

PS 37-03-F (RULE REFERENCE)

- 1) Filing a Complaint: All complaints and reports concerning the operation of programs regulated by the chapter of the Administrative Code and sections 3301.52 to 3301.59 of the Revised Code, may be reported to the department ombudsman (614/644-6338).
- 2) Copies of the inspection report are available from the Office of Early Childhood Education (Central Region - 25 S. Front St., Mail Stop 305 - Columbus, Ohio 43215 - 614/466-0224) upon request.

PRE-SCHOOL MEDICAL AND IMMUNIZATION REQUIREMENTS

3301-37-08

- 1) The parent shall provide, prior to the date of admission or not later than thirty days after date of admission, and ANNUALLY (yearly) from the date of examination thereafter, a report from a licensed physician affirming that the child is in suitable condition for enrollment in the program.
 - (a) For children younger than three years or older at the time of admission, the examination shall occur within six months prior to the date of admission.
 - (b) For children three years or older at the time of admission, the examination shall occur within 12 months prior to the date of admission.
 - (c) A complete and updated immunization record as required by section 3313.67 of the Revised Code, which record shall include immunizations required by section 3313.671 of the Revised Code.

- d) The parent shall provide, not later than 60 days after admission, a one time examination by a licensed dentist and not later than 90 after admission by a vision specialist thereafter a report from each specialist reporting results and date of the examination
- * Parents are notified by both a phone call and written notification by the school nurse prior to the expiration of the preschool students' medical form. Written information is provided sharing low cost or fee-free clinics and area pediatricians for parents to secure updated physicals.

PS 37 11 B (RULE REFERENCE) MANAGEMENT OF COMMUNICABLE DISEASES IN THE PRESCHOOL

The following precautions shall be taken for children suspected of having a communicable disease: The Preschool shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

A child with any of the following signs or symptoms of illness shall be immediately isolated and sent home to his parent or guardian:

- Diarrhea (more than one abnormally loose stool within a twenty-four hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing (not resolved by a respiratory treatment if one is ordered)
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 F or greater
- Untreated infected skin patch(es)
- Unusually dark urine and/or grey or white stool
- Stiff neck
- Evidence of untreated parasitic infestation (lice or scabies)

A child with any of the following signs or symptoms of illness shall be isolated from other children. Decisions regarding whether the child should be sent home immediately or at some other time during the day shall be determined by the director or school nurse and the parent or guardian.

Unusual Spots or rashes
Sore throat or difficulty in swallowing
Elevated temperature
Vomiting

Signs of possible illness for which the staff will observe the child closely for additional signs of symptoms requiring isolation:

Earache
Headache
Fussiness
Runny nose
Mild cough
Irritable, crying, unusual behavior

If your child is sent home with a fever, diarrhea or vomiting, they must be symptom free without medication for 24 hours before returning to preschool.

INOCULATIONS OF STUDENTS

Students enrolled in grades K-12 are required to have written proof on file at their school verifying that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps and rubella, hepatitis B, and (for grade K beginning in 2006-2007) varicella. Below is a summary of current immunization requirements, as well as changes which are progressive until 2011-2012 school year when it will be required for all students in grades K through 12. The varicella immunization requirement is progressive up to the 2018-2019 school year when it will be required for all students in grades K through 12.

Students who are not in compliance may be excluded from school attendance no later than the fifteenth day after admissions. Compliance with any current Ohio Department of Health requirement will supercede our current practice until such time Board policy can reflect such update.

Students who have received at least one of each of the following immunizations may remain in school: diphtheria, tetanus, pertussis (DPT/DT/Td); polio vaccine (OPV or IPV); measles, mumps and rubella vaccine (MMR), hepatitis B vaccine (Hep B), and (for grade K beginning 2006-2007) varicella. However, they must make satisfactory progress in completing all the required vaccines to maintain their "in process" status. Failure to do so is cause for exclusion from school attendance.

Exemptions include students who present a written statement that immunization is objectionable for religious reason or other reasons of "good cause". Similarly, a student is exempt if he/she presents a physician's statement that immunization against a particular disease (or all diseases) is "medically contraindicated". A history of measles, mumps and/or varicella disease may be substituted for the measles, mumps, and/or varicella vaccinations. However, a history of rubella disease may not be substituted for rubella vaccine, except that laboratory test results, submitted by a physician, demonstrating detectable rubella antibody will be accepted in lieu of vaccination.



2011-12 School Calendar

August 23	First day of school
September 5	Labor Day: no school
September 21	Professional development day: students late start
September 23	Interim Grades: Grades 6-12
October 7	Interim Grades: Grades K-5
October 20	End of 1st Grading Period: Grades 6-12
October 21	Central Ohio Inservice Day: no school
November 4	End of 1st Grading Period: Grades K-5
November 18	Progress Reports: Grades K-5
November 18	Interim Grades: Grades 6-12
November 23	Parent teacher conference comp day: no school
November 24-25	Thanksgiving Holiday: no school
December 7	Professional development day: students late start
Dec 19 - Jan 1	Winter Break: no school
January 2	Students return
January 3	End of 2nd Grading Period: Grades 6-12
January 13	Interim Grades: Grades K-5
January 16	Martin Luther King Day: no school
January 25	Professional development day: students late start
February 10	Interim Grades: Grades 6-12
February 16	End of 2nd Grading Period: Grades K-5
February 17	Parent teacher conference comp day: no school
February 20	Presidents Day: no school
March 2	Progress Reports: Grades K-5
March 7	Professional development day: students late start
March 23	End of 3rd Grading Period: Grades 6-12
March 26-30	Spring Break: no school
April 6	Good Friday: no school
April 13	Interim Grades: Grades K-5
April 26	Professional development day: students late start
May 23-25	High School Graduation
May 28	Memorial Day: no school
June 1	Last day for students

No student shall, on the basis of sex, marital or parental status, pregnancy, race, color, national origin, religious belief, or handicap, be denied the opportunity to participate in or obtain the benefits of any educational program offered by the Hilliard City School District.

The Hilliard City School District is an equal opportunity employer.



Administration Office

5323 Cemetery Road
 Hilliard, OH 43026
 PH: (614) 921-7000
 FX: (614) 921-7001

Support Services Facility

2140 Atlas Street
 Columbus, OH 43228
 PH: (614) 921-7000
 FX: (614) 921-7001

Transportation

4970 Davidson Road
 Hilliard, OH 43026
 PH: (614) 921-4700
 FX: (614) 921-4701

Hilliard Bradley High School	2800 Walker Rd. Hilliard, OH 43026	921-7400
Hilliard Davidson High School	5100 Davidson Rd. Hilliard, OH 43026	921-7200
Hilliard Darby High School	4200 Leppert Rd. Hilliard, OH 43026	921-7300
Hilliard Heritage Middle School	5670 Scioto Darby Rd. Hilliard, OH 43026	921-7500
Hilliard Memorial Middle School	5600 Scioto Darby Rd. Hilliard, OH 43026	921-7600
Hilliard Weaver Middle School	4600 Avery Rd. Hilliard, OH 43026	921-7700
Hilliard Station Sixth Grade School	3859 Main St. Hilliard, OH 43026	921-6800
Hilliard Tharp Sixth Grade School	4681 Leap Rd. Hilliard, OH 43026	921-6900
Alton Darby Elementary School	2730 Alton Darby Creek Rd. Hilliard, OH 43026	921-5000
Avery Elementary School	4388 Avery Rd. Hilliard, OH 43026	921-5100
Beacon Elementary School	3600 Lacon Rd. Hilliard, Ohio 43026	921-5200
Britton Elementary School	4501 Britton Rd. Hilliard, OH 43026	921-5300
Brown Elementary School	2494 Walker Rd. Hilliard, OH 43026	921-5400
Darby Creek Elementary School	6305 Pinefield Dr. Hilliard, OH 43026	921-5500
Hilliard Crossing Elementary School	3340 Hilliard Rome Rd. Hilliard, OH 43026	921-5600
Hilliard Horizon Elementary School	6000 Renner Rd. Columbus, Ohio 43228	921-5800
Hoffman Trails Elementary School	4301 Hoffman Farms Dr. Hilliard, OH 43026	921-5700
J. W. Reason Elementary School	4790 Cemetery Rd. Hilliard, OH 43026	921-5900
Norwich Elementary School	4454 Davidson Rd. Hilliard, OH 43026	921-6000
Ridgewood Elementary School	4237 Dublin Rd. Hilliard, OH 43026	921-6100
Scioto Darby Elementary School	5380 Scioto Darby Rd. Hilliard, OH 43026	921-6300
Washington Elementary School	5675 Eiterman Rd. Dublin, OH 43016	921-6200
HCSD Preschool Program	2874 Alton Darby Creek Rd. Hilliard, OH 43026	921-5050
School-Age Childcare Program	Central Office Annex 5323 Cemetery Rd. Hilliard, OH 43026	921-2267